

TANANA CHIEFS CONFERENCE
Job Description rev. 11/05

JOB TITLE (Working): SBRIT Clinical Supervisor
JOB TITLE (Oracle): 0220.SBIRT Clinical Supervisor
Supervisor: SBRIT Project Manager
DIVISION: Behavioral Health/Health Services
LOCATION: 122 1st Avenue, Ste 400
Fairbanks, AK 99701

Mercer Class:

Level: 6
FLSA: Exempt
STATUS: Full-Time, Regular
ICPA: Y
HIPAA: Y
Safety Sensitive: Y
Fingerprint: Y

Job Summary: Under the direct supervision of the SBIRT Project Manager, this position advocates and assists with the integration of Mental Health and Substance Abuse programs in addition to the integration of Behavioral Health and Primary Care through SBIRT (Strategic Brief Intervention and Referral to Treatment). This position also assists with the coordination of client care internally and externally. This position is expected to assist in the development and revision of clinical protocols and procedures while providing direct supervision and motivational encouragement to staff. Position oversees an assessment clinician, pre-treatment, screening and emergency services, all of which provide direct clinical services following the SBIRT model .

Essential Functions: *This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

Representative Duties: Under the general supervision of the SBIRT Project Manager, job incumbent will be assigned from the following representative duties:

1. Manages the daily clinical activities of the Behavioral Health (mental health and substance abuse) centralized intake system including screening, assessment, crisis intervention, pre-treatment and brief counseling including assignment to treatment units and assuring compliance with all regulatory agencies, applicable codes of ethics and the State of Alaska Medicaid regulations.
2. Coordinates and ensures coverage of the 24/7 TCC Behavioral Health emergency on-call system during.
3. Reviews staff service delivery and ensures productivity standards as set by the Behavioral Health Director are met and are in accordance with ethical standards and are culturally appropriate.
4. Ensures staff compliance with timely and accurate submission of reports and other data.
5. Reviews professional documentation for correctness and completeness.

6. Assists with coordinating client care throughout the TCC program and in the communities.
7. Plans and organizes information and workload schedules for clients and professional staff.
8. Assists in development and implementation of new services and programs, redesigns existing programs and services as directed by the SBIRT Project Manager.
9. May share on call duties.
10. Provides dual diagnosis (mental health and substance abuse) screening, assessments, crisis intervention and related brief treatment according to applicable code of ethics and the State of Alaska Medicaid regulation.
11. Performs other job duties as assigned.

Minimum Qualifications:

1. A master's degree or doctorate degree in counseling, psychology, social work or related field.
2. Must have 5 years experience in providing integrated behavioral health services (mental health substance abuse) with adult, adolescent and child clients.
3. Must have at least 3 years experience as a clinical supervisor and program management
4. Current Alaska License as a behavioral health professional
5. Certified or ability to be certified within 6 month of hire with at least a Chemical Dependency Counselor I or Master Addictions Counselor.
6. Pass both State and Federal criminal background check and with current Alaska driver's license and clean driving record.

Knowledge, Skills and Abilities

1. Knowledge of clinical interventions (CRA, MET) ethical and confidentiality standards of the behavioral health field.
2. Strong interpersonal skills including awareness of culturally appropriate service delivery and staff needs.
3. Strong computer skills.
4. Strong verbal and written skills.
5. Strong experience in Medicaid billing and appropriate supporting documentation.

Supervision: This position supervises these positions: SBIRT Assessment Clinician, SBIRT Pre-Treatment Counselor, Emergency Services Case Manager, Intake Counselor and the SBIRT Behavioral Health Educator.

Physical demands: Work is primarily sedentary, with long hours sitting in front of a computer terminal typing. Extended hours may be required, when necessary. Incumbent must be able to work accurately and efficiently in a busy and sometimes stressful environment. Position will travel to grantee required meetings and trainings when necessary.

Summation: This position is part of the Health Department's SBIRT Project, that intersects Behavioral Health and Primary Care; provides SBIRT – Screening, Brief Intervention, Brief Treatment, Individual and Family Therapy, Assessment, Psychiatry, Case Management, Substance Abuse treatment and referral to specialty treatment . This program works closely with the Chief Andrew Isaac Health Center in intervention and service type. After hour's assistance are available for behavioral Health emergencies via the emergency services pager.

This job description is not an employee agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

Signature below acknowledges that I have received a copy of my job description and my supervisor has discussed it with me.

Employee Name (print)

Employee Acknowledgment

Supervisor Signature

Date

Date